

SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: October 1 and October 15 - 18, 2002;

Collective Bargaining Identification: S01

Job Analysis Conducted By: Carol J. MacMillan
Personnel Exam Analyst
Personnel Examining Section

Number of Incumbents: There are 21 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated July 31, 2002.

Names of the Subject Matter Expert(s) and their background:

Carol Meraji, Data Processing Manager III
Information Services Division

Carol has been with the department for three years and has both worked as and supervised the incumbents in the Systems Software Specialist series. She also has extensive software experience in private industry.

Doug Knutson, Data Processing Manager III
Information Services Division

Doug has been with the department for 21 years and has supervised the incumbents in the Systems Software Specialist series for five years.

SYSTEMS SOFTWARE SPECIALIST I (TECHNICAL) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- California Department of Corrections job descriptions
- State of New Jersey Class Specifications
- State of Arizona Position Specification
- State of new Hampshire Class Specification

Other sources were viewed for information (e.g., CDC Personnel Operations, CDC Equal Employment Opportunity Office, and State of New York Class Specification); however, the information was not relevant to the job analysis and therefore not included.